

Step 1) Go to seattleu.thepermitstore.com and log into your account. If you have not yet created an account with iparq, create an account and register your vehicle.

This will allow you to appeal your citation.

The screenshot shows the Seattle University iparq website. At the top left is the Seattle University logo. At the top right is the iparq logo with the tagline "Intelligent Parking". Below the logos is a navigation menu with links: Home | Permits | Notices | Account | Parking and Transportation Services. Below the navigation menu are input fields for "User Name" and "Password", and a "Sign in" button. Below these fields is a link: "Forgot your password? [Click Here](#)".



The main content area is titled "Sign In / Create Account". It contains a section titled "ACCOUNT" which is highlighted with a red box. Inside this section is a sub-section titled "Sign Into Your Account" with input fields for "User Name" and "Password", and a "Sign In" button. Below this sub-section is a link: "[Need help signing in?](#)".

To the right of the "ACCOUNT" section is a message: "You are required to **Sign In** to create an appeal. If you do not already have an account, you can:" followed by a button labeled "Create a New Account" which is also highlighted with a red box and a red arrow pointing to it. Below this message is another message: "Creating an account allows you to view your appeal later or manage your contact information." Below that is a yellow highlighted section titled "BEFORE YOU CREATE A NEW ACCOUNT!". This section contains the text: "Before you create a new account, please check to see if you already have an account. Creating duplicate accounts in the system may delay receipt of your permit and create confusion for you and for Seattle University staff." Below this text is a link: "[Click here to see if you already have an account](#)". At the bottom of this section is the text "Thank you!".

Contact Us



Step 2) Once you have logged in, you will be taken to a screen that allows you to enter your license plate. Enter your license plate information and press search and you will be taken to any open citations you may have.


[Home](#) | [Permits](#) | [Notices](#) | [Account](#) | [Parking and Transportation Services](#)

User Name Password

Forgot your password? [Click Here](#)

PERMITS & PASSES

[<Click Here>](#)



PAY NOTICES

NOTICE

Enforcement Services

License Plate

Notice Number

WINTER QUARTER AND SPRING SEMESTER 2018

PARKING PERMITS

Winter Quarter and Spring Semester permits are now pro-rated. Please order them [here](#). You will pick up and pay for the permit at Public Safety.

Parking Permits are required all hours all days to park at Seattle University.

Parking permit pay stations are located in the Pigott Visitor Lot, Murphy Garage 1st Floor, Broadway Garage 1st Floor, and Connolly Lot. Call Public Safety 24-hours a day at 206-296-5990 for parking questions.

If you don't see the permit you need on iParq, order [Here](#).

Before you create a new account, please check to see if you already have an account. Creating duplicate accounts in the system may delay receipt of your permit and create confusion for you and for Seattle University staff.

Step 3) On the citation page, check that the notice number matches the number that appears at the top of your citation.

If you have not passed the “Appeal by” date, you will see the “Appeal” button next to the option to pay.

If the “Appeal” button does not appear on this screen, the appeals timeframe has closed. **Late appeals are not accepted by Seattle University in any form.** Citations that cannot be appealed must be paid.

Home | [Open Orders](#) | [Permits](#) | [Notices](#) | [Account](#) | [Parking and Transportation Services](#)

Welcome Rudy the Redhawk [Sign out](#)

Notice: 1234567890

[Pay](#) [Appeal](#) [View All Notices](#)

ISSUING PARTY: SEATTLE UNIVERSITY
NOTICE DATE: 03/12/2018
AMOUNT DUE: \$100.00
DATE DUE: 04/11/2018
STATUS: OPEN
PENALTIES: 2nd Carpool Violation \$100.00
PENALTY FEES:
IMAGES: No images.
NOTES: 03/12/2018
ADDITIONAL INFO: [History](#)

License Plate: ABC123 WA
Vehicle Make: Toyota
Vehicle Model: Deliboy
Vehicle Vin:
Location: Arrupe Lot

[Contact Us](#)



Step 4) The appeals screen will list a number of invalid reasons to appeal a parking citation. While drivers are allowed to use these reasons, they are generally not accepted by appeals staff.

At the bottom of screen, you will be able to insert text to explain your appeal, upload photos of your valid permit, and confirm the personal information tied to your account.

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Welcome Rudy the Redhawk [Sign out](#)

Notice Appeal for #1234567890

Appeal your notice. [Pay](#)

Seattle University parking permit required all hours all days to park on campus. When submitting an appeal, must provide proof that you had a valid parking permit at time citation was issued.

The following are generally not considered valid reasons for appeal:

- I didn't know I couldn't park in the Pigott Visitor Lot before 3pm Monday-Friday.
- I didn't know I couldn't park in a reserved parking spot.
- I didn't know the rules.
- I didn't know I had to pay for visitor parking.
- I didn't know where the visitor pay station was located.
- I thought the event I was attending including parking.
- There were other cars were parked like this.
- Other vehicles didn't have a permit.
- It was only for a short time.
- I've never been ticketed for this before (I always do this).
- I was running late.
- I didn't have enough money.
- There was nowhere else to park.
- I left a note on the dashboard.
- Others didn't get ticketed for doing the same thing.

Appeal Text:

Attachments No file chosen [remove](#)
(optional): [Add Another File](#) Upload Limit: 4 megabytes

Appellant: Enter email address and/or all other fields below.

First Name:

Last Name:

Email:

Phone #:

Street:

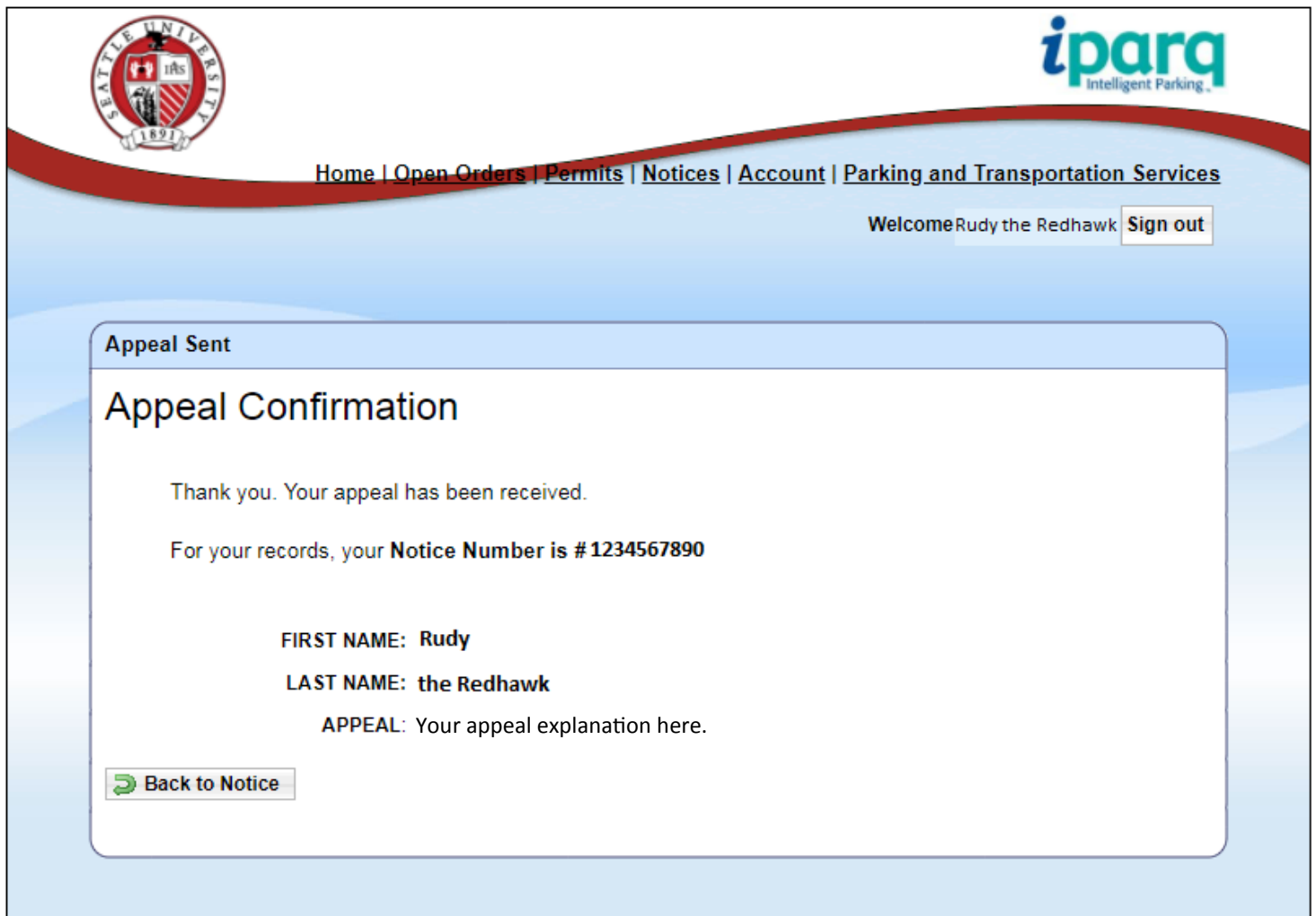
City:

State:

Zip:

Step 5) You will be taken to a confirmation screen where you can verify your appeal. You will receive an email to your registered email account to confirm your appeal as well.

Appeals are answered in the order that they are received. Greater appeals volume can result in longer response times.



The screenshot shows the iparq website interface. At the top left is the Seattle University logo. At the top right is the iparq logo with the tagline 'Intelligent Parking'. Below the logos is a navigation menu with links: Home | Open Orders | Permits | Notices | Account | Parking and Transportation Services. On the right side, there is a user greeting 'Welcome Rudy the Redhawk' and a 'Sign out' button. The main content area is titled 'Appeal Sent' and contains the following text: 'Appeal Confirmation', 'Thank you. Your appeal has been received.', 'For your records, your Notice Number is #1234567890', 'FIRST NAME: Rudy', 'LAST NAME: the Redhawk', and 'APPEAL: Your appeal explanation here.'. At the bottom of the main content area is a 'Back to Notice' button with a circular arrow icon.

 [Contact Us](#)

